



# **Helston Town Council**

## **MEMBERS & OFFICERS EXPENSES POLICY**

Reviewed: May 2023

Next review: May 2024

## **MEMBERS' TRAVELLING AND SUBSISTANCE PROCEDURES**

### **Motor Car Allowances and Usage**

1. Members requiring the use of motor vehicles for approved duties will be eligible to receive allowances for the use of their cars on Council business only after being so authorised by the Council.
2. Any authorised mileage will be paid according to the rates recommended by the HM Revenue & Customs (**Appendix A**).
3. Members receiving car allowances shall have their vehicle adequately insured and shall inform their motor insurance company that their vehicle may be used on Council business.
4. Members are also responsible for ensuring that they have paid the Vehicle Excise Duty and, if required, have a valid MOT certificate.
5. Whenever possible, a Member receiving a car allowance shall carry official passengers.
6. Travel allowance is payable only if the journey is outside of the parish and is more than 8 miles.

### **Approved Duties**

7. A Member is entitled to be paid travel allowances in respect of travelling and subsistence undertaken in connection with the duties set out below:-
  - A meeting of the Council or a committee of the Council;
  - A meeting of an Outside Body to which the Member has been appointed as the Council's Representative;
  - A meeting of a Committee of an Outside Body to which the Member has been appointed as the Council's Representative;
  - Attendance at a meeting of the Cornwall Association of Local Councils (CALC) or its Committees;
  - Attendance at approved conferences, seminars and training courses;
  - Any other duty approved by the Council in connection with discharging the duties of the Council

## **Out of County Travelling Arrangements**

8. For the purpose of this section, Plymouth shall be regarded as 'in County'.
9. Where possible, to reduce carbon emissions, Councillors will be encouraged to use the least carbon intensive form of transport.
10. Public transport rates should be claimed for all out of county journeys unless there are extenuating circumstances, such as:-
  - where the timing of public transport is impractical, especially involving an overnight stay or a particularly early/ late journeys;
  - where additional Members or officers are carried as passengers, thus saving fares and emissions;
  - where the public transport fare would not be the cheapest option in comparison to the carbon emissions saved.
11. When it is necessary to travel by train, the cheapest standard class ticket should be purchased.
12. If a Member chooses to use their car for any journey for which they are only entitled to public transport rates, they may do so and claim the appropriate public transport rate.

## **Motor Vehicle Accidents**

13. A Member involved in a motor vehicle accident whilst on Council business must inform the Town Clerk so that the accident can be officially recorded.
14. All motor accident claims must be handled through the Member's motor insurance policy. Members should be aware that, even if they have an accident while performing Council duties, claims must be made against their own motor insurance. Any resulting loss of 'no claims' bonus will not be recoverable from the Council.

## **Subsistence**

15. Receipted expenditure for meals, up to the maximum of the rates adopted by Cornwall Council, can be claimed – but only for duties performed outside the parish.
16. The allowance will not be paid where a suitable meal is provided.

17. Subsistence may be claimed in the following circumstances:

BREAKFAST allowance will only apply when a Member commences their duties before 7.00 a.m. and then continues beyond 11.00 a.m.

LUNCH may be claimed when a Member is performing their duties between 10.00 a.m. and 2.00 p.m.

EVENING MEAL will apply when a Member is performing their duties after 6.30 p.m.

18. The current Cornwall Council subsistence rates are attached at **Appendix A**.

### **Claims and Payments**

19. Members should claim for mileage and subsistence monthly by completing the form (**Appendix B**).

20. Full details of the purpose of journeys and places visited in route order must be included on the form. Mileometer readings for each journey must be based on the shortest practical direct route rounded to the nearest mile.

## **OFFICER TRAVELLING AND SUBSISTANCE PROCEDURES**

### **Motor Car Allowances and Usage**

1. Officers requiring the use of motor vehicles for approved duties will be eligible to receive allowances for the use of their cars on business only after being so authorised by the Council.
2. 'Casual Users' are considered to be those for whom it is desirable that a car should be available when required. Any authorised mileage will be paid according to the rates recommended by the HM Revenue & Customs (**Appendix A**).
3. Officers receiving casual user allowances shall have their vehicle adequately insured and shall inform their motor insurance company that their vehicle may be used on Council business.
4. Officers must have their motor insurance certificate and driving license inspected by the Town Clerk on an annual basis. Officers are also responsible for ensuring that they have a valid road fund license and, if required, a valid MOT certificate.
5. Whenever possible, an officer receiving casual user car allowance shall carry official passengers.

### **Approved Duties**

6. An officer shall be entitled to be paid travel allowances in respect of travelling and subsistence undertaken in connection with the duties set out below:-
  - Attendance at a meeting of the Town Council or any Committee, Sub Committee or Working Party of the Council outside of normal working hours;
  - Attendance at a meeting of the Cornwall Association of Local Councils (CALC) or its Committees;
  - Attendance at meetings of Cornwall Council or its Committees or officers of the Principal Authority;
  - Attendance at approved conferences, seminars and training courses.

### **Journeys from Home**

7. When travelling from home direct to a venue away from the normal place of work, the normal mileage to work must be deducted.

8. The restriction at paragraph 7 shall not apply when the officer is required to attend the office or other venue outside of normal working hours or on a scheduled day to work from home.

### **Out of County Travelling Arrangements**

9. For the purpose of this section, Plymouth shall be regarded as 'in County'.
10. Where possible, to reduce carbon emissions, staff will be encouraged to use the least carbon intensive form of transport.
11. Public transport rates should be claimed for all out of county journeys unless there are extenuating circumstances, such as:-
  - where the timing of public transport is impractical, especially involving an overnight stay or a particularly early/ late journeys;
  - where additional officers or Members are carried as passengers, thus saving fares and emissions;
  - where the public transport fare would not be the cheapest option in comparison to the carbon emissions saved.
12. If an officer chooses to use their car for any journey for which they are only entitled to public transport rates, they may do so and claim the appropriate public transport rate.

### **Motor Vehicle Accidents**

13. An officer involved in a motor vehicle accident whilst on Council business must inform the Town Clerk so that the accident can be officially recorded.
14. All motor accident claims must be handled through the employee's motor insurance policy. Officers should be aware that, even if they have an accident while performing their duties, claims must be made against their own motor insurance. Any resulting loss of 'no claims' bonus will not be recoverable from the Council.

### **Subsistence**

15. Subsistence allowances will be paid to officers who are prevented by their official duties from taking a meal at their normal place of work thereby incurring additional expenditure.

16. The allowance will not be paid where a suitable meal is provided or where an officer's normal duties involve them spending a portion of working time away from their administrative centre.
17. Subsistence may be claimed in the following circumstances:

BREAKFAST allowance will only apply when an officer commences their duties before 7.00a.m. and then continues their duties for a normal working day.

LUNCH may be claimed when an officer is away from their normal place of work between 10.00 a.m. and 2.00 p.m.

EVENING MEAL will apply when an officer is away from their administrative base after 6.30 p.m.
18. An officer continuing their duties and choosing to remain in the vicinity of the administrative base, rather than going home, for evening meetings will be entitled to the tea allowance providing they take an unpaid minimum tea break of half an hour.
19. The current Cornwall Council subsistence rates are attached at **Appendix A**.

### **Claims and Payments**

20. Officers should claim for mileage and subsistence monthly by completing the form (**Appendix B**).
21. Full details of the purpose of journeys and places visited in route order must be included on the form. Mileometer readings for each journey must be based on the shortest practical direct route rounded to the nearest mile.

### **STAFF OVERTIME PROCEDURES**

1. Overtime may be claimed by officers of the Council in accordance with their Contract of Employment. Overtime can be claimed for one or more of the following:-
  - Attendance at meetings of the Full Council, Committees, Sub-Committees or Working Parties;
  - Attendance at the Town Meeting;

- Attendance at civic events that take place out of normal working hours, such as:
    - Civic Sunday
    - Remembrance Sunday
    - Flora Day when falling on a Saturday
    - Evening presentation evenings
    - Other events out of normal hours authorised by the Council
  - Evening or weekend training events or conferences
  - Attendance at wedding and civil partnership ceremonies held at the Guildhall that take place out of normal working hours.
2. Overtime may be claimed from 15 minutes prior to the commencement of a meeting or event and up to 15 minutes following the conclusion of the meeting or event to allow for the opening of the venue and the setting-up and packing away of equipment. The minimum period of overtime per evening is one hour.
  3. Overtime shall be paid at the officer's standard hourly rate or taken as time off in lieu (TOIL) to be agreed with the Town Clerk.
  4. Claims for overtime shall be made monthly in arrears.



# Appendix A

## HM Revenue & Customs

With effect from April 2021

### Approved mileage rates

	Cars & vans	Motor Cycles	Bicycles
First 10,000 miles (per mile)	45p	24p	20p
Each mile over 10,000 miles	25p	24p	20p

### Passenger Payments – Cars and Vans

5p per passenger per business mile for carrying Members and fellow officers.

### Cornwall Council Subsistence Allowances

With effect from April 2021

Breakfast	£6.86
Lunch	£10.34
Evening Meal	£14.79